

TITLE: Criminalist

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DEPARTMENT: PoliceREPORTS TO: Police SergeantSUPERVISES: May provide lead direction at crime scene investigations and in the laboratory.DEFINITION:

Independently performs a variety of complex technical tasks relating to crime scene and crime laboratory investigative work.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Conducts a thorough search and processes crime scenes for evidence; administers evidence tests.

Performs various evidence tests in the lab including narcotics testing and developing latent fingerprints; uses chemistry, photography, and electronic techniques. Identifies unknown subjects and substances utilizing technical laboratory skills; performs substance comparisons to identify and locate unknown sources.

Performs crime scene, surveillance, evidence, and general department photography. Maintains photographic equipment, supplies, files, and darkroom; maintains photo case files. Processes black/white and color film.

Maintains inventory of supplies needed for investigation, evidence analysis, and photo processing.

Provides information to department staff regarding evidence and personal property.

Prepares evidence for court exhibits; researches cases, analyzes and evaluates evidence; testifies in court as necessary.

Receives, tags, and releases personal property and items of evidence in criminal cases. Disposes of items according to written policy and procedure, laws, and court orders. Maintains property records, files, and vault; prepares related reports as necessary.

Provides training to department personnel regarding crime scene investigation, evidence and related techniques. Attends workshops and courses to remain current in crime scene investigation and analysis techniques and practices.

Maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

OTHER JOB FUNCTIONS

Fingerprints crime suspects and other individuals as needed.

Conducts criminal and/or administrative investigations as assigned.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are performed in an office environment and at crime scenes. Physical effort is required to lift equipment and personal property items in excess of 25 pounds. Subject to 24-hour call back for emergency conditions.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, and techniques of crime scene investigation and evidence identification and collection.
- Effective use and maintenance of microscopes and other scientific analytical instruments.
- Rules of evidence in criminal law.
- Effective practices, methods, and techniques for storing and recording criminal evidence and personal property.
- Law enforcement practices and procedures.
- Procedures for identifying, analyzing, and comparing physical evidence.
- Records management and maintenance techniques and practices.
- Photographic equipment and techniques related to investigative work.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with other employees, officials, and the public.
- Maintain confidentiality in highly sensitive situations.
- Ability to utilize the Henry system of latent print classification and to interpret and classify fingerprint patterns.
- To discriminate in fine detail, items of evidential value for purposes of gathering, processing, and identification of those items.
- Effectively use and maintain of microscopes and other specialized analytical equipment used in analyzing criminal evidence.
- Perform tedious and complex tasks under adverse conditions.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities

required to perform the job. A typical way to obtain the knowledge and abilities would be:

Two years of college course work in chemistry or related laboratory science and a minimum of two years crime scene processing responsibilities.

Licenses, Certificates, and Other Requirements

Valid driver's license

Approved: 7/1/92  
Revised:

Union Code: PO  
FLSA Status: NE